

Town of



AMHERST *Massachusetts*

Town Hall
4 Boltwood Avenue
Amherst, MA 01002

SELECT BOARD
Phone: (413) 259-3001
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Email: selectboard@amherstma.gov

July 19, 2010

Greetings –

The Select Board is conducting its annual performance evaluation of the Town Manager. As part of that effort, we would appreciate your feedback.

Please fill out the enclosed questionnaire. If you wish to expand on your answers, feel free to use the back of the form or attach a separate sheet.

Questionnaires can be anonymous, and are not traceable to the individuals submitting them.

Questionnaires will be read by the Select Board and the Town Manager. These are personnel documents, and as such, are exempt from public disclosure. The forms become part of the Town Manager's personnel file, with the same protections and restricted access as any employee's personnel file.

Completed forms must be received by **NOON Wednesday, August 11, 2010** and should be mailed or delivered to the Select Board office to the attention of:

STAFF QUESTIONNAIRE
Stephanie O'Keeffe, Chair
Amherst Select Board
Town Hall
4 Boltwood Avenue
Amherst, MA 01002

Thank you for your participation.

Sincerely,

The Select Board